

California Energy Commission



CLASSIFICATION: Energy Commission Supervisor II (TED)

TENURE: Permanent

TIME BASE: Full-Time

SALARY: \$5,312.00 - \$6,409.00
(Salary will be adjusted accordingly to comply with furlough program.)

LOCATION: Energy Systems Research Office
Energy Research and Development Division

FINAL FILING DATE: Until Filled

DUTIES/RESPONSIBILITIES:

Under the general direction of the Office Manager II of the Energy Systems Research Office, the incumbent will supervise the Program Support Unit (PSU) of the Research Development and Deployment Division (RD&D). PSU supports the Division's program in several areas including program planning, program implementation, cost/benefits analysis, and technology transfer/public outreach. The goal of the program is to conduct research, development and demonstration to advance electricity-related science and technologies not adequately provided by the regulated and competitive markets. The incumbent is knowledgeable in advanced energy technologies and/or competitive energy markets; participates in RD&D program planning and implementation; supervises and provides leadership to interdisciplinary staff that performs responsible, complex and difficult technology, economic and/or market analyses to support public interest energy RD&D; and consults with experts in the field.

- ☐ **Program Planning.** The incumbent will lead efforts on RD&D electricity and natural gas budget planning and work plans. The incumbent will coordinate team efforts within the RD&D Division and will resolve issues and make recommendations to the Office Manager, Deputy Director, division management, Executive Office and Commission Policy Committee.
- ☐ **Program Implementation.** The incumbent will lead the PSU team responsible for developing program agreements, including the scope of work, budget development and schedule of deliverables. The incumbent will also lead teams responsible for coordinating RD&D Committee Meetings, division training, and database management. The incumbent will be an active member of the Process Improvement Committee, which is responsible for maintaining and streamlining the RD&D Division's policies and procedures.
- ☐ **Cost/Benefits Analysis.** The incumbent will lead the PSU Benefits Team responsible for assessing the costs and benefits from RD&D and will facilitate the communication

RPA #540-103

Position #5400-4058-008

10/3/12

of the results to RD&D staff for use in project reports, fact sheets, technical briefs and other material needed to inform the Office Manager, RD&D Division Management, program area leads, the Governor's Office, legislature and the public. The incumbent will lead team efforts to write the RD&D Annual Report to the legislature and the Natural Gas Annual/Budget reports to the California Public Utilities Commission.

- **Technical Transfer and Program Outreach.** The incumbent will lead a PSU team responsible for coordinating, editing and publishing facts sheets, project reports, and technical briefs. The incumbent will also coordinate RD&D Division efforts to respond to the Governor, the legislature and public requests for information and lead a team responsible for coordinating program Advisory Committee meetings.

The incumbent will plan and direct the work of staff; prepare, review and approve probation reports and annual performance appraisals; communicate with staff through routine meetings; interview and hire staff; review and approve promotions and other significant personnel actions; prepare and report on budgets and work plan implementation mechanisms to meet work plan objectives and maintain quality control of program products; and prepare reports and meet with the Office Manager to review the status of PSU work, resolve issues, and make recommendations to the Office Manager, division management, Executive Office and Commission Policy Committees. As needed, the incumbent will make presentations at workshops and conferences and provide expert testimony at hearings sponsored by the Commission, Public Utilities Commission and other agencies.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Excellent interpersonal skills and expected to work within a large team environment.
- Ability to communicate complicated information in a simple, consumer-friendly manner.
- Ability to coordinate interdisciplinary projects.

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Applicants must have transfer, list, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification and RPA #540-103 on the state application form, STD. 678. **Applications will be screened for experience and only the most qualified will be contacted for an interview.** Appointment is subject to the provisions of the SROA process: SROA/Surplus candidates are encouraged to apply. Surplus employees must attach a copy of their surplus status letter to their application.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

Audra DeBenedetti (RPA #540-103)
1516 Ninth Street, M.S. #3
Sacramento, CA 95814
(916) 654-4515
Audra.debenedetti@energy.ca.gov

**California Relay (Telephone) Service for the
Deaf or Hearing-Impaired**
From TDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922